

**I. Mission Statement**

To lead the County Government in accomplishing its mission and goals.

**II. Department Goals**

1. To understand and prioritize Kaua'i's needs, and to establish administrative policies which develop and effectively utilize County resources.
2. To work in partnership with the County Council to achieve the County's mission and goals.
3. To provide leadership and opportunities for the realization of projects under the five areas of focus first outlined in December 2008:
  - a. Support for our economy
  - b. Planning wisely for our future
  - c. Becoming more sustainable now
  - d. Caring for our communities, our families, our residents and our visitors
  - e. Delivering exceptional customer service

**III. Program Description**

The Office of the Mayor establishes and directs basic policies and management guidelines for all executive departments of the County. It serves as liaison between the Kaua'i County Council and the Administration, the County's Boards and Commissions as well as special programs.

The Mayor's Office staff oversees and executes the Mayor's operating budget, provides support services to all County agencies, the Office of Boards and Commissions, responds to citizen concerns, ensures compliance with Americans with Disabilities Act regulations through the implementation of the County's ADA transition plan, provides opportunities and healthy choices for our youth via the Anti-Drug program, organizes the County's legislative proposals and coordinates internal County communications and the dissemination of information to the public.

**IV. Special Projects**

The following special projects were given focus by the Office of the Mayor during fiscal year 2012:

- Holo Holo 2020 Plan: Mayor Bernard P. Carvalho, Jr., created a vision for Kaua'i during his Inauguration speech on December 1, 2010 that was resounded throughout Kaua'i, the State of Hawai'i, and the mainland United States. The vision called Holo Holo 2020, call for all organizations, businesses, residents and visitors on Kaua'i to be part of creating an island that is sustainable, values our native culture, has a thriving and healthy economy, cares for all--keiki to kupuna, and has a responsibility and user-friendly local government. In a visionary sweep around the island (from Kē'e Beach to Kokee), the Mayor's speech listed 38 projects which, when realized, will bring us to the realization of

Holo Holo 2020. In October 2011, the Mayor held a strategic planning session, focusing on eight of the major Holo Holo 2020 initiatives, with his department heads and management team. A link to the video of the Mayor's Inauguration speech, along with a list of the projects and implementation progress can be found on the Mayor's homepage: [www.kauai.gov/mayor](http://www.kauai.gov/mayor).

- **Sustainability Initiative:** During FY12, a "Sustainability Team" was created in order to move the County's various efforts forward with greater speed and focus. The newly established Sustainability Manager was filled by the County's long-time Energy Coordinator, Glenn Sato, and the Energy Coordinator position was assumed by former Kaua'i Island Utility Cooperative Board Member Ben Sullivan. These two positions, along with a Facilities Energy Specialist in the Department of Public Works Building Division, comprise the heart of this effort. The Sustainability Team is supported consultant Ken Stokes through a contract with the Mayor's Office for sustainability training and assisting the County with the baseline measurement of its "carbon footprint." Numerous efforts were initiated and/or completed in FY13 related to sustainability, including the formation of a staff-level "green team." Mayor's Community Outreach: An ambitious plan for sustained community outreach was launched in FY12. The Mayor committed to making an annual visit with his team to each of the County's eight neighborhood centers for a community meeting, and to schedule an appearance at each of the island's community associations throughout the year. Four community meetings were held in August and four in January, rounding out the visits to the eight neighborhood centers. These meetings included an update on the Mayor's Holo Holo 2020 plan, along with updates on projects of islandwide and regional interest. The meetings also included general question and answers. In addition, the Mayor appeared at the following community association meetings during FY13: Hanalei – Hā'ena Communit Association, Kīlauea Neighborhood Association, Hanamā'ulu Community Association, Kōloa Community Association and E Ola Mau Na Leo O Kekaha. A meeting with the Wailua-Kapa'a Neighborhood Association scheduled for May had to be rescheduled to August 2012. In all, this outreach effort has been very successful in allowing each of our community's access to the Mayor and his management team at least once – and sometimes twice – during the year.
- **Kekaha Host Community Benefits (HCB):** The Mayor's Office provided support and oversight for the effort of nine community members from Kekaha, appointed by the Mayor to the Kekaha HCB Community Advisory Committee (CAC), to grant out nearly \$1 million in HCB funds that had been awarded to Kekaha over the past four years. After months of meetings and a call for proposals for worthy projects, seven projects were recommended for funding. As of the close of FY12, six of the projects had executed grant agreements, with grant terms of the final project still being negotiated. The Mayor commends the groundbreaking work of the CAC in recommending projects that will have a significant positive impact on the community from a social, environmental and economic standpoint.
- **Reorganization of the Personnel Department into a Department of Human Resources:** An internal task force appointed by the Mayor worked diligently throughout the year to

research and develop a plan for the formation of a true human resources operation within the Department of Personnel Services. The result of the Task Force's work was a blueprint for a robust human resources operation without the need to create additional positions. This was accomplished by moving personnel who are performing human resource related functions within various departments into Personnel Services. Specifically this will involve the transfer of 9 positions from other departments; added to the 9 individuals currently in Personnel Services. The new restructured department would have 18 employees. Discussions throughout the year involved the County Council, department heads, Personnel Services staff, the County Attorney's office, affected departmental employees, the Civil Service Commission, the Cost Control Commission, and other key stakeholders. The plan for reorganization was adopted by the County Council in their FY13 budget deliberations, and the transition is slated to be complete by October of this year.

- Focus on capital improvement projects (CIP): For FY12, our \$85 million CIP list included funding for those projects that we felt could be underway – at least in procurement - within 18 months. Our personnel, particularly in Public Works and Parks and Recreation, worked extremely hard throughout the year to keep the funded projects moving and on track. Of the more than 100 projects on our approved CIP list for FY12, more than 80% were either complete, in progress, or will be in procurement by September of 2012. This is a tremendous accomplishment and not only insures that we will complete necessary infrastructure upgrades in a timely manner, but that these CIP dollars are flowing into our economy as quickly as possible.

### **FY 2011-12 Budget**

General Fund:	\$ 1,548,426	General Fund:	10.0
Grant Revenue:	\$ 0	Grant Revenue:	0.0
Total Budget:	\$ 1,548,426	Total Equivalent Personnel (E/P):	10.0

### **FY 2011-12 Budget**

#### **Includes:**

American Red Cross	Kaua'i Concert Association
Employee Council	Kaua'i Hospice
Employee Newsletter	Kaua'i Planning & Action Alliance (KPAA)
Employee Service Awards	Lights on Rice Street
Festival of Lights	Sister Cities
Hawai'i Children's Theater	Youth Congressional Intern
Junior Police Officers (JPO) Picnic	Kaua'i Marathon

#### **Other projects that impact program objectives are:**

Summer Youth Employment Program	Speeches/Proclamations/Commendations
Public Information: Press/News Media	Development/Educational Training
- Media	Leadership Kaua'i
- Video Production Service	Get Fit Kaua'i Mayor-a-thon

- Mayor's Report – "Together We Can"
- Hawai'i Stream Live Webcasting
- Facebook

**Special Projects:**

American Heart Association  
Blood Bank  
Retired Senior Volunteer Program

Charity Walk  
Group tours of the Lihu'e Civic Center  
Ka Ala Hele Makalae

**Events:**

Culture and the Arts  
Festivals

Sports  
Education, Business Partnerships

**Community and Organization Participation:**

Contractors Association Kaua'i  
Kaua'i Workforce Investment Board  
Kōloa Plantation Days

Chamber Roundtable  
Kaua'i Economic Development Board  
Kaua'i County Farm Bureau

**Boards and Commissions:**

Board of Appeals  
Board of Ethics  
Board of Review  
Board of Water Supply  
Charter Review Commission  
Cost Control Commission  
Fire Commission  
Historic Preservation Review Commission  
Liquor Control Commission  
Planning Commission  
Police Commission  
Public Access, Open Space & Natural Resources Preservation Fund Commission  
Salary Commission

**Advisory Committees:**

Arborist Advisory Committee  
Bikeway/Walkway Advisory Committee  
Committee on the Status of Women  
Kekaha Host Community Benefit Citizens Advisory Committee  
Mayor's Advisory Committee for Equal Access (MACFEA)  
Mayor's Advisory Committee on Landfill Siting  
Mayor's Crime Task Force Committee  
Mayor's Youth Advisory Committee  
Visitor Aloha Society

**V. Program Measures***Resources (General Fund)*

<b>Expense Type</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Actual</b>
Equivalent Personnel (E/P)	10.0	9.0	10.0
Salaries and Wages	\$ 710,520	\$ 716,152	\$ 828,546
Operations	\$ 742,068	\$ 559,531	\$ 698,880
Equipment	\$ 2,000	\$ 551	\$ 21,000
Program Total	\$1,454,588	\$1,275,132	\$1,548,426

*Personnel Position Summary*

<b>Position Title</b>	<b>FY 10 Appropriated</b>	<b>FY 11 Appropriated</b>	<b>FY 12 Appropriated</b>
Mayor	1.0	1.0	1.0
Administrative Assistant / Managing Director (Eff. 12/10)	1.0	1.0	1.0
Administrative Aide	1.0	1.0	2.0
Executive Assistant to the Mayor	2.0	2.0	2.0
Executive Secretary to the Mayor	1.0	1.0	1.0
Public Information Officer	1.0	1.0	1.0
Information Specialist	0.0	0.0	0.0
Private Secretary to the Administrative Assistant	1.0	1.0	0.0
Staff Services Assistant	1.0	1.0	0.0
Boards & Commissions Support Clerk	0.0	0.0	0.0
Secretary	0.0	0.0	0.0
Anti-Drug Coordinator *	1.0	0.0	0.0
Public Information Assistant	0.0	0.0	1.0
Executive Protocol Officer	0.0	0.0	1.0
<b>TOTAL</b>	<b>10.0</b>	<b>9.0</b>	<b>10.0</b>

\* position transferred to Boards & Commissions

Equivalent Personnel (E/P) = Full-time equivalents of full- and part-time personnel.



**I. MISSION STATEMENT**

We seek to redefine public service by creating an Office that is committed to *Service, Excellence, and Teamwork (SET)* and focused on:

1. Improving internal procedures and practices to enhance the level of service to Board and Commission members and the public;
2. Conducting trainings to assist Boards and Commissions fulfill their responsibilities and facilitate effective decision making; and
3. Raising public awareness and understanding about the role and functions of the various Boards and Commissions to ensure transparency.

**II. DEPARTMENT GOALS**

**Fiscal Year 2011-2012**

1. By December 31, 2011, develop and implement a revised Job Performance Report (JPR) that evaluates each employee's work performance, based on the core philosophy and values of the Mission Statement – Service, Excellence and Teamwork.

**Status: Goal Achieved**

2. By March 31, 2012, complete the recruitment/appointment process for continuing and new mayoral Board and Commission members.

*(Note: The 90-day hold over period for existing members ends on March 31<sup>st</sup>.)*

**Status: Goal Partially Achieved – Vacancies: Salary Commission, Planning Commission, Civil Service Commission, Cost Control Commission and Board of Appeals.**

3. By April, 2012, initiate a review and recommend revisions to the “Rules of Administrative Practices and Procedure” for the various Boards and Commissions to update, clarify, and provide consistency as may be applicable.

*(Note: It is anticipated that this process will take 2-years and be completed in 2015.)*

**Status: Goal Partially Achieved – Internal office review has been started; the office will be working with our legal consultant in the next phase prior to getting input from all of the Boards and Commissions**

4. By June 30, 2012, improve training coordination with other county departments and individually or jointly conduct a minimum of six (6) trainings to improve the knowledge and skills of Board and Commission members and staff.

*(Note: Each training session should receive an overall participant evaluation rating of at least 4.2 points on a 5-point scale.)*

**Status: Goal Partially Achieved - There were three (3) training seminars on Effective Meeting Management, An Orientation for Boards and Commissions, Parliamentary Procedures and one (1) workshop on An Overview of Land Use co-**

sponsored by the Planning Department and the Office of Boards and Commissions. The training seminar scheduled for May 2011 on Evaluating Board/Commission-Appointed Departments Heads was deferred until the Performance Evaluation form has been revised and finalized; the two (2) training seminars scheduled for June on the Hawaii's Sunshine Law was postponed by the State Office of Information Practices (OIP) due to the revisions/changes made to the state law at the Legislature in 2012. The four (4) training seminars/workshop received an average score of: 4.68 on a 5-point scale.

### **Fiscal Year 2012-2013**

1. By June 31, 2013, complete the internal office review of the "Rules of Administrative Practices and Procedure" for the various Boards and Commissions; begin working with the legal consultant and County Attorney's Office on recommendations.  
*Recommendations for revisions to the rules are anticipated to be finalized by June 2014 and brought to the various Boards and Commissions for deliberation and decision-making with Public Hearings scheduled thereafter. The process is anticipated to be complete in 2015.*
2. By March 31, 2013, complete the recruitment/appointment process for continuing and new mayoral Board and Commission members.
3. By June 30, 2013, conduct a minimum of five (5) trainings/workshops to improve the knowledge and skills of Board and Commission members and staff.  
*Note: Each training session should receive an overall participant evaluation rating of at least 4.2 points on a 5-point scale.*

### **III. PROGRAM DESCRIPTION**

The Office of Boards and Commissions oversees 14 boards, commissions, and 2 advisory committees that are comprised of 116 volunteer commissioners and board and committee members who make critical decisions about key County functions and operations. Volunteers who serve on Kaua'i County boards and commissions are the best in their fields, local leaders, and valuable, knowledgeable resources. They give an extraordinary amount of time to serve in these roles each year and make both personal and professional sacrifices to do so. Because of this and the weight of their responsibilities to our community, they are among Kauai's treasures.

The County of Kaua'i Office of Boards and Commissions was established by an amendment to the Kaua'i County Charter in 2006 to provide administrative and operational support by facilitating the development of procedures, policies, directives, contracts, and agreements to support the various County Boards and Commissions.

The Office assists the Mayor with the recruitment of members for appointment to Boards and Commissions and assists in the compilation of information, documents, and data deemed necessary for effective performance. It provides clerical support to select Boards and Commissions and acts as a communications liaison between such Boards and Commissions



and the various County departments and agencies to ensure that the informational needs are addressed in a timely fashion.

The Office is also responsible for planning, developing and coordinating orientation and training programs for Board and Commission members regarding their powers, duties, functions and responsibilities under the Charter including but not limited to applicable State and County ethics laws and the State Sunshine Law.

In 2008, the responsibilities of the Office of Boards and Commissions were expanded to include coordination and oversight of the County Administration's activities and efforts at the State Legislature and the Hawai'i Council of Mayors (HCOM).

#### **IV. PROGRAM MEASURES – ACCOMPLISHMENTS**

1. All meeting agendas, agenda items, and minutes prepared by the Office of Boards and Commissions are being posted on the County website in a timely and consistent manner to ensure public accessibility and transparency.
2. The Office was only partially successful in filling all Board and Commission vacancies by March 31, 2011.
3. The County's contract with Granicus was successfully extended for another year to provide continuing live streaming and captioning services for meetings of the County Council and Planning and Police Commissions as well as the Mayor's "Together We Can" show.
4. The Office hosted the 3<sup>rd</sup> annual Volunteer Appreciation event in which Mayor Carvalho proclaimed April 26, 2012 as Boards and Commissions Volunteer Day.
5. As of October 2011, the Office of Boards and Commissions took over the Civil Service Commission from the Department of Personnel Services, and in May 2012, acquired the Board of Review from the Department of Finance.

#### **Training Programs**

During Fiscal Year 2011-2012, the Office of Boards and Commissions conducted a total of 3 training sessions and 1 workshop. Each training session received very good evaluation scores from the attendees that included 50 Board and Commission members and 12 County personnel, who rated each session on a scale of 1-5 points as outlined below:

Course Description	Attendance	Avg. Score
Overview of Land Use Planning Workshop – sponsored by the Planning Department and the Office of Boards and Commissions – October 11, 2011	21	4.64
Effective Meeting Management – February 17, 2012	12	4.7
Orientation for Board & Commission Members – March 16, 2012	20	4.63
Basic Parliamentary Procedure – April 20, 2012	9	4.76
<i>Evaluating Board/Commission-Appointed Department Heads –Deferred</i>		
<i>The State of Hawai'i Sunshine Law – Postponed</i>		
Total Attendance	62	

### **Arborist Advisory Committee**

The County Arborist Advisory Committee advises the County Council in determining “exceptional trees” that need to be preserved for posterity based on its historical or cultural value, aesthetic quality, endemic status, age, rarity, location, or size.

Members	Appointment Period	Term
Dr. David Lorence – Chair (National Tropical Botanical Gardens representative)	Indefinite	Standing Member
Dee Crowell (County Planning Dept. representative)	Indefinite	Standing Member
Dan Kawika Smith (State Division of Forestry representative)	Indefinite	Standing Member
Lawrence Borgatti	12/01/10 – 11/30/14	Coterminous with Mayor
Laurie Ho	12/01/10 – 11/30/14	Coterminous with Mayor

<b>Meetings Held</b>		
<u>Regular Session</u>	<u>Executive Session</u>	<u>Special Session</u>
0	0	0
<b>Trees Nominated For Exceptional Status</b>		
<u>Nominated Tree(s)</u>	<u>Approved</u>	<u>Denied</u>
0	0	0

### **Board of Ethics**

The Board of Ethics initiates, receives, hears and investigates violation complaints of the Code of Ethics, renders advisory opinions or interpretations with respect to application of the Ethics Code, and examines all Disclosure Statements for possible conflicts of interest. It may also, on its own, file impeachment proceedings in the Circuit Court.

Board Members	Appointment Period	Term
Paul Weil	01/01/12 – 12/31/14	2 <sup>nd</sup>
Mark Hubbard	01/01/11 – 12/31/13	2 <sup>nd</sup>
Warren Perry	01/01/10 – 12/31/12	1 <sup>st</sup>
Kurt Akamine	01/01/11 – 12/31/13	1 <sup>st</sup>
Kathleen Clark	01/01/10 – 12/31/12	Partial
Brad Nagano	01/01/11 – 12/31/13	1 <sup>st</sup>
Calvin Murashige	01/01/12 – 12/31/14	1 <sup>st</sup>

<b>Meetings Held</b>		
<u>Regular Session</u>	<u>Executive Session</u>	<u>Special Session</u>
12	12	1

<b>Advisory Opinions and Complaints</b>	
<u>Opinions Issued</u>	<u>Complaints Rec'd</u>
8	10

<b>Trainings Attended</b>	
Effective Meeting Management – February 2012	1 Member
Orientation for Board & Commission Members – March 2012	1 Member

### **Board of Review**

The Board of Review was established in 1987 by the Kauai County Code, Chapter 5A.

The Board of Review hears Real Property Tax appeals. When you file an appeal, you must state the basis for your appeal as the law specifies four (4) grounds for appeal:

- 1) The assessed value of the property exceeds by more than twenty percent (20%) the ratio assessment to market value;
- 2) There is inequity or lack of uniformity resulting from the use of illegal assessment methods or an error in the application of the methods;
- 3) You have been denied an exemption to which you are entitled for which all requirements are met; and
- 4) The assessment methods are unconstitutional or in violation of state laws or county ordinances.

Board Members	Appointment Period	Term
Cayetano "Sonny" Gerardo	01/01/12 – 12/31/14	2 <sup>nd</sup>
Craig De Costa	01/01/12 – 12/31/14	2 <sup>nd</sup>
Russell Kyono	01/01/12 – 12/31/14	1 <sup>st</sup>
Jose Diogo	01/01/11 – 12/31/13	1 <sup>st</sup>
Benjamin E. Lizama, Jr.	01/01/12 – 12/31/12	Partial

Meetings Held		
<u>Regular Sessions</u>	<u>Executive Sessions</u>	<u>Special Sessions</u>
5	0	0

#### Cases

Heard	Sustained	Adjusted	Stipulations	Withdrawn	Dismissed	Pending	Total
4/20/2012	7		7	3			17
5/4/2012	3		14	9	7	1	34
6/1/2012	2	4	8	4	2		20
6/15/2012	2		50	2			54
6/29/2012	1		16			3	20

#### Charter Review Commission

Charter Review Commission studies and reviews the operation of the County government. The commission may propose amendments or a new Charter to the voters at any general or special election which it deems necessary or desirable. Commencing in 2006, the Charter Review Commission was granted the authority to study and review the operations of the County government for a period of ten years.

Commissioners	Appointment Period	Term
Charles Stack	01/01/11 – 12/31/13	1 <sup>st</sup>
Mary Lou Barela	01/01/10 – 12/31/12	1 <sup>st</sup>
Joel Guy	01/01/10 – 12/31/12	1 <sup>st</sup>
Ed Justus	01/01/11 – 12/31/13	1 <sup>st</sup>
Carol Suzawa	01/01/12 – 12/31/14	2 <sup>nd</sup>
Jan TenBruggencate	01/01/10 – 12/31/12	1 <sup>st</sup>
James Nishida	01/01/12 – 12/31/13	2 <sup>nd</sup>

*(Note: The Charter Review Commission prepares a written summary report of its activities after each General Election.)*

Meetings Held		
<u>Regular Session</u>	<u>Executive Session</u>	<u>Special Session</u>
10	2	1

#### Trainings Attended

Land Use 101 – A Basic Introduction and Overview – October 2011	2 Members
Effective Meeting Management – February 2012	1 Member

### **Civil Service Commission**

The Civil Service Commission shall consist of seven members, appointed by the Mayor and confirmed by the County Council, who shall be in sympathy with and who shall believe in the principles of the merit system in public employment, or the members appointed, one shall be selected from among persons employed in private industry in either skilled or unskilled laboring positions as distinguished from executive or professional positions.

Commissioners	Appointment Period	Term
Stephanie Ann Mililani Aranio	01/01/11 – 12/31/13	2 <sup>nd</sup>
Roy Morita	01/01/10 – 12/31/12	1 <sup>st</sup>
Ryan de la Pena	01/01/10 – 12/31/12	2 <sup>nd</sup>
Gilbert Maerina	01/01/11 – 12/31/13	2 <sup>nd</sup>
Catherine A. Adams	01/01/12 – 12/31/14	2 <sup>nd</sup>
John Low	01/01/11 – 12/31/13	1 <sup>st</sup>
Vacant		

<u>Regular Sessions</u>	<u>Meetings Held</u> <u>Executive Sessions</u>	<u>Special Sessions</u>
9	10	1

### **Appeals Filed**

Denied – 2	Dismissed – 3	Resolved - 2
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### **Trainings Attended**

Land Use 101 – A Basic Introduction and Overview – October 2011	1 Member
Effective Meeting Management – February 2012	1 Member

### **Committee on the Status of Women**

The County Committee on the Status of Women coordinates and schedules events regarding the status of women on Kauai and in conjunction with the State Commission on the Status of Women works for equality for women and girls by acting as a catalyst for positive change through collaborative programs, advocacy, and education. The Committee was provided an annual operating budget of \$2,500 from the Office of Boards and Commissions.

Members	Appointment Period	Term
Charlene Castor	01/01/12 – 12/31/15	2 <sup>nd</sup>
Jade Battad	01/01/11 – 12/31/14	2 <sup>nd</sup>
E. Kanani Alapa	01/01/11 – 12/31/14	2 <sup>nd</sup>
Savita Agarwal	01/01/11 – 12/31/14	1 <sup>st</sup>
Regina Carvalho	01/01/12 – 12/31/15	2 <sup>nd</sup>
Cherie Mooy	01/01/11 – 12/31/14	2 <sup>nd</sup>

Anne Punohu	01/01/11 – 12/31/14	2 <sup>nd</sup>
Lisa Ellen Smith (Ex-officio & non-voting)	Gubernatorial Appointee	

(Note: Pursuant to Sec. 367-4, HRS, the Kaua'i representative to State Commission on the Status of Women serves in an ex-officio non-voting capacity.)

### Meetings Held

#### Regular Sessions

9

#### Special Sessions

0

### Trainings Attended

Orientation for Board & Commission Members – March 2012 2 Members

### Events/Conferences Sponsored or Attended

Land Use 101 – A Basic Introduction and Overview – October 2011 1 Member

Women's History Month Event – March 2012 6 Members

### Cost Control Commission

The Cost Control Commission reviews personnel costs, real property taxes, travel budgets, and contract procedures; eliminates or consolidates overlapping or duplicate programs and services, scrutinizes for reduction of any County operation, and publishes a written summary of its recommendations at the end of each calendar year.

Commissioners	Appointment Period	Term
Sandi Sterker	01/01/12 – 12/31/14	2 <sup>nd</sup>
Dirk Apao	01/01/10 – 12/31/12	1 <sup>st</sup>
Lawrence Chaffin, Jr.	01/01/11 – 12/31/13	1 <sup>st</sup>
Arryl Kaneshiro	01/01/12 – 12/31/14	1 <sup>st</sup>
Glen Takenouchi	01/01/11 – 12/31/13	1 <sup>st</sup>
Laurie Yoshida	01/01/10 – 12/31/12	Partial
Vacant		

### Meetings Held

#### Regular Session

12

#### Executive Session

0

#### Workshop Sessions

1

### Trainings Attended

Land Use 101 – A Basic Introduction and Overview – October 2011 1 Member

Effective Meeting Management – February 2012 1 Member

Orientation for Board & Commission Members – March 2012 3 Members

### Fire Commission

Fire Commission appoints and removes the Fire Chief, reviews rules for the administration of the Fire Department, reviews the annual budget prepared by the Fire Chief and makes recommendations to the Mayor and the County Council. It also hears citizen complaints

regarding the department or its personnel and recommends appropriate corrective action to the Chief.

Commissioners	Appointment Period	Term
Basilio Fuertes	01/01/10 – 12/31/12	2 <sup>nd</sup>
Mike Nagano	01/01/12 – 12/31/14	1 <sup>st</sup>
Guy Croydon	01/01/11 – 12/31/13	2 <sup>nd</sup>
Linda Kaauwai-Iwamoto	01/01/10 – 12/31/12	2 <sup>nd</sup>
Darnney Proudfoot	01/01/11 – 12/31/13	2 <sup>nd</sup>
Clifton “Jimmy” Miranda	01/01/10 – 12/31/12	Partial
Jesse Fukushima	01/01/12 – 12/31/14	1 <sup>st</sup>

#### **Meetings Held**

Regular Sessions

12

Executive Sessions

5

Special Sessions

0

#### **Trainings Attended**

Orientation for Board & Commission Members – March 2012

2 Members

#### **Police Commission**

The Police Commission appoints and removes the Police Chief and oversees matters relating to the goals and aims of the Police Department. It reviews the annual budget prepared by the Chief and may make recommendations thereon to the Mayor. It also receives, considers and investigates charges brought by the public against the conduct of the Department or any of its members and submits a written report of its findings to the Police Chief within 90 days.

Commissioners	Appointment Period	Term
Charles Iona	01/01/11 – 12/31/13	1 <sup>st</sup>
Ernest Kanekoa, Jr.	01/01/10 – 12/31/12	1 <sup>st</sup>
Bradley Chiba	01/01/10 – 12/31/12	Partial
Randall Francisco	01/01/11 – 12/31/13	1 <sup>st</sup>
Donald Okami, Sr.	01/01/12 – 12/31/14	1 <sup>st</sup>
Alfredo Nebre, Jr.	01/01/12 – 12/31/14	2 <sup>nd</sup>
James R. O’Connor	01/01/10 – 12/31/12	1 <sup>st</sup>

#### **Meetings Held**

Regular Sessions

12

Executive Sessions

12

Emergency Session

1

Special Sessions

2

<b>Complaints</b>			
<u>Complaints Rec'd</u>	<u>Sufficient</u> <sup>(1)</sup>	<u>Insufficient</u> <sup>(2)</sup>	<u>Not Within Purview</u> <sup>(3)</sup>
41	6	25	5
<u>Pending</u>	<u>Complaint Exceeded Allotted Timeframe</u>		
4	1		

<sup>(1)</sup> Adequate evidence to prove the complaint

<sup>(2)</sup> Inadequate evidence to prove the complaint

<sup>(3)</sup> Not within the Commission jurisdiction

#### **Trainings Attended**

Land Use 101 – A Basic Introduction and Overview – October 2011	1 Member
Effective Meeting Management – February 2012	2 Members
Orientation for Board and Commission Members – March 2012	2 Members

#### **Events/Conferences Sponsored or Attended**

Hawai'i State Law Enforcement Conference – September 2011	25 Participants
<i>(Note: The Hawai'i State Law Enforcement Conference was sponsored by the Police Commission.)</i>	
Hawai'i State Police Commissioners Conference – May 2012	4 Members

#### **Salary Commission**

The Salary Commission reviews and establishes the salaries of all elected officials and appointed officers of the County and adopts policies governing the salary setting decisions.

<u>Commissioners</u>	<u>Appointment Period</u>	<u>Term</u>
Robert Crowell	01/01/11 – 12/31/13	2 <sup>nd</sup>
William Dahle (Deceased January 2012)	01/01/10 – 12/31/12	1 <sup>st</sup>
Randy Finlay	01/01/12 – 12/31/14	2 <sup>nd</sup>
Charles G. King	01/01/12 – 12/31/14	1 <sup>st</sup>
Sheri Kunioka-Volz	01/01/11 – 12/31/13	1 <sup>st</sup>
Michael Machado	01/01/10 – 12/31/12	1 <sup>st</sup>
Vacant		

#### **Meetings Held**

<u>Regular Sessions</u>	<u>Executive Sessions</u>	<u>Special Sessions</u>
7	2	0

#### **Trainings Attended**

Land Use 101 – A Basic Introduction and Overview – October 2011	2 Member
Effective Meeting Management – February 2012	1 Member
Orientation for Board & Commission Members – March 2012	1 Member
Basic Parliamentary Procedure – April 2012	1 Member



### **State Legislative Program**

During the 2012 Legislative Session, the County secured SPJ Consulting, Inc. to provide Legislative lobbying and bill tracking services. As a result, the Administration and the County Council were provided access to a web based tracking system that allowed all County departments to monitor any bills and/or resolutions that were of interest or concern related to their jurisdictional areas of responsibility.

To this end, the Office of Boards and Commissions facilitated the tracking of 124 bills and assisted with the submittal of 29 testimonies on behalf of the County Administration. The Office monitored bills of interest or concern for various Administrative Departments and notified them when hearings were scheduled. This enabled the Departments to submit testimony in a timely manner, although in a few instances, it was not possible to meet the deadlines due to the short notice provided by the Legislature.

### **Legislative Summary**

Year	Bills Monitored	Testimonies Submitted
2012	124	29
2013	To Be Determined	To Be Determined
<b>Totals</b>	<b>124</b>	<b>29</b>

## **V. BUDGET**

Expense Description	FY 2010	FY 2011	FY 2012
Personnel (FTE)	5.0	5.0	5.0
Salaries and Wages	\$447,979	\$428,974	\$502,128
Operations	\$146,200	\$297,800	\$318,300
Equipment	\$5,000	\$0	\$0
Program Total	\$599,179	\$726,774	\$820,428



**I. MISSION STATEMENT**

The Kauai Equal Access Program (KEAP) mission is to provide support to county programs, policies and practices to ensure compliance with the ADA and greater access to county services for people with disabilities enhancing the quality of life for residents and visitors of all ages and abilities.

**II. DEPARTMENT GOALS****Fiscal Year 2011-2012**

1. Improve KEAP website to make it more informational and user friendly.  
**Status: Achieved**
2. By June 30, 2012, provide six (6) ADA Trainings specific to Department/Division services as provided for in the 2011-2012 Training Calendar.  
**Status: Achieved**
3. By October 28, 2011, develop a standardized process for evaluating and improving ADA trainings that are conducted by KEAP in the 2011-2012 Fiscal Year.  
**Status: Achieved**

**Fiscal Year 2012-2013**

1. By September 30, 2012, develop Training Calendar for the 2012-2013 Fiscal Year with at least six (6) scheduled trainings for County departments/employees.  
**Status: In progress**
2. By December, 2012, develop an ADA Title I and Title II Complaint and Technical Assistance tracking system.  
**Status: In progress**
3. By June 30, 2013, the County of Kauai will be able to provide Video Remote Interpreting (VRI) upon request in Departments and in Meeting Rooms.  
**Status: In progress**

**III. PROGRAM DESCRIPTION**

The Kauai Equal Access Program (KEAP) was established in November of 1999 when the County of Kauai created an ADA Coordinator position to ensure that all County programs, policies and practices would be accessible to people with disabilities.

The ADA Coordinator serves as a liaison in providing support, assistance, and training to County departments and community members to better understand Federal, State, and County laws governing the civil rights of people with disabilities.

The ADA Coordinator position is directly accountable to the Boards & Commissions Administrator, in the Office of the Mayor (as of 2010).

The ADA Coordinator carries out administrative directives consistent with county policies and procedures and makes recommendations to the Mayor, the County Council, County Attorney's Office, Department Heads, Boards and Commissions and other policy-making bodies on matters affecting equal access for county personnel and people in the public who have disabilities.

The ADA Coordinator provides administrative assistance and technical guidance to the thirteen (13) member Mayor's Advisory Committee for Equal Access (MACFEA). MACFEA meets every other month to assist the County of Kaua'i in its compliance with the Federal, State and County laws mandating equal access.

#### **IV. PROGRAM MEASURES - ACCOMPLISHMENTS**

1. The goal to develop an ADA Title I and Title II Complaint and Technical Assistance tracking system is in progress with the support of COK Information Technology (IT). We have laid the foundation to receive complaints and/or request technical assistance on line from the COK ADA Web Page. However there has been some resistance from County personnel and people in the public who have disabilities to use the website for that purpose.

Many people with disabilities don't use computers to make program modification requests, to make a complaint, or to share an access concern. Confidentiality and counsel are perceived to be more genuine in person. The current tracking system can be utilized if a complaint comes in via the COK website ADA page or in person.

2. An annual ADA training calendar is updated on the ADA webpage.  
This year KEAP provided the following trainings to county employees:
  - a. Public Rights of Way Accessibility Guidelines: 44 County / State Employees
  - b. ADA Communication Access Training: 20 County / State Employees
  - c. SPRINT 711- Video Relay Services (VRS) Communicating with people who are deaf and hearing impaired vs. Video Remote Interpreting (VRI): 20 County / State Employees
  - d. 2010 ADA Standards for Accessible Design: 22 County Employees
  - e. Outdoor Developed Areas and Accessible Recreation Facilities: 20 County Employees
  - f. KPD / 9-1-1 Dispatch and Police Recruits Training on Disability Awareness: 13 Attendees

KEAP personnel (ADA Coordinator) participated in various trainings, conferences, and work related opportunities this past fiscal year:

- DD Council Legislative Forum
- Website Access Training with IT
- Quarterly Statewide ADA Coordinator planning meetings hosted by the Disability and Communication Access Board (DCAB)
- 2010 Standards for Accessible Design Conference – Access Board and DCAB Facility Access Unit personnel
- ADA Service Animal Training - U.S. DOJ Disability Rights Section
- Fair Housing Act Conference – HUD & Hawai'i Civil Rights Commission
- 2010 ADA Access Standards Training - U.S. Access Board / Outdoor Developed Areas and Recreation Design
- Seat on Hawai'i State Council on Developmental Disabilities – DD Committee
- Communication Access Conference - DCAB Communication Access Section
- Complete Streets Policy Implementation Workshop – Get Fit Kauai

### **Summary of Services**

KEAP provided technical assistance during the Fiscal Year 2011/2012 for the following:

Technical Assistance	County / State	Community
ADA Title I Employment – Worked with Employees and Departments on Reasonable Accommodation requests	4 Employees	N/A
ADA Title II Government – Worked with Employees and Departments on Program Modification Requests	7 Departments	N/A
ADA Title IV Communication Access supported Departments on ensuring effective communication (assisting with provision of Auxiliary Aid Notice, Auxiliary Aids, Alternate Formats )	4 Departments	62 Individuals
Facility Access & Site reviews	24 Sites	polling sites
Informational Requests & Referrals on; Civil Rights Laws, Support Agencies, Accessible Parking Design / Parking Placards, Service Animals, ADA Fact Sheets and ADA Access Guidelines	476 TA requests 126 referrals	152 Requests 92 referrals
Complaints	2 Employees	4 Residents

### **Training Programs**

During Fiscal Year 2011-2012, KEAP exceeded its goal by conducting five (5) training sessions that were attended by a total of 95 individuals (83 County employees and 12 Community members). The training sessions included the following:

- EEOC Final Regulation (Department of Personnel Services)
- 2010 ADA/ABA Access Guidelines (2 sessions with the Department of Public Works)
- Disability Etiquette (Agency on Elderly Affairs)
- Title III – Awareness Training (Miles Tanabe-Security)
- KPD 9-1-1 Dispatch Communication Access

### **Mayor's Advisory Committee for Equal Access**

MACFEA members are appointed by the Mayor to terms that are co-terminus with the Mayor pursuant to Section 6.03, Kaua'i County Charter and the MACFEA Policy.

The MACFEA membership is comprised of residents with disabilities, parents or guardians of children with disabilities, senior citizens, and people who represent agencies that support and advocate for people with disabilities and senior citizens.

Members	Appointment Period	Term
El Doi (Kaua'i Developmental Disability Council)	12/01/10 – 11/30/14	Coterminous with Mayor
Linda Nuland-Ames – MACFEA Chairperson (COK, RSVP Director)	12/01/10 – 11/30/14	Coterminous with Mayor
Rita Manriquez (State Traumatic Brain Injury Advisory Board)	12/01/10 – 11/30/14	Coterminous with Mayor
Elena Costales (Consumer, KCIL Volunteer)	12/01/10 – 11/30/14	Coterminous with Mayor
Kathy English (Hawai'i Disability Rights Center)	12/01/10 – 11/30/14	Coterminous with Mayor
Rhoda Rojas – MACFEA Vice-Chairperson (Hawai'i Centers for Independent Living – Kaua'i)	12/01/10 – 11/30/14 Resigned 1/17/12	Coterminous with Mayor
Sharry Glass (Advocate; Teacher/Trainer)	12/01/10 – 11/30/14	Coterminous with Mayor
Lucy Miller, Ph.D. (Disability and Communication Access Board)	12/01/10 – 11/30/14	Coterminous with Mayor
Dawn Cummings (Family Advocate)	12/01/10 – 11/30/14	Coterminous with Mayor
Roberta Eiben (Consumer)	12/01/10 – 11/30/14	Coterminous with Mayor
Betty Bell (Kaua'i Federation for the Blind)	12/01/10 – 11/30/14	Coterminous with Mayor

Ana Valdez (Family Advocate)	12/01/10 – 11/30/14	Coterminous with Mayor
Vacant (Director, Hawai'i Red Cross)	12/01/10 – 11/30/14	Coterminous with Mayor

*(Note: Clerical support for MACFEA is provided by the Office of Boards and Commissions.)*

### Meetings Held

#### Regular Session

6

#### Special Session

0

### Advisory Committee Recommendations

COK crosswalks and public transportation stops near public schools and public libraries are recommended to comply with the Public Rights of Way and 2010 ADA Access Guidelines.

Lydgate Beach Park and Kamalani Park renovations are recommended to comply with Outdoor Developed Area Access Guidelines addressing ground surfaces.

It was also recommended the Parks & Recreation Department consider independent access to the Lydgate Pavilion stage area by building a ramp and to examine the need of replacing the Lydgate Beach Park 'Beach Chair' (*Landezz - all terrain chair in disrepair*) to provide greater access over the sand to the water's edge for people with mobility challenges.

### V. BUDGET

Expense Description	FY 2010	FY 2011	FY 2012
Personnel (FTE)	1.0	1.0	1.0
Salaries and Wages	\$83,129	\$95,174	\$94,324
Operations	\$24,810	\$23,950	\$23,450
Equipment	\$0	\$0	\$0
Program Total	\$107,939	\$119,124	\$117,774





**I. MISSION STATEMENT:**

The mission of Life's Choices Kaua'i is to prevent drug and alcohol abuse and addiction on Kaua'i; support the enforcement of county, state and federal laws dealing with drug and alcohol abuse; provide drug and alcohol treatment referrals and resources for those in need; and help rehabilitated residents rejoin the Kaua'i community as successful citizens. Life's Choices Kaua'i is overseen by Coordinator Theresa Koki.

**II. DEPARTMENTAL GOALS:****Fiscal Year 2011-2012**

1. By September 2011, secure a one year No Cost Extension for the SPF-SIG project to continue and expand evidenced based drug prevention programs on Kaua'i.

**Status: Goal Achieved.**

2. By October 2011, conduct a community wide event and Drug Summit to build awareness about recovery assistance, healthy lifestyles, and treatment services.

**Status: Goal Partially Achieved.**

*The Health and Wellness Fair was held as the community wide event; however due to funding constraints and staff turnover, the Drug Summit was postponed to FY 2013. The Drug Summit Goal will be a priority for FY 2013.*

3. By December 31, 2011, develop and implement a revised Job Performance Report (JPR) that evaluates each employee's work performance based on the core philosophy and values of the Mission Statement – Service, Excellence and Teamwork.

**Status: Goal Achieved.**

4. By June 2012, develop and implement an internal survey to evaluate each of the existing Anti-Drug Program Committees - Prevention, Enforcement, and Treatment & Community Integration, and based on the survey results, restructure the various Committees to better address the Kaua'i Community Drug Response Plan priorities in a more focused and coordinated manner.

**Status: Goal Partially Achieved.**

*Due to the surveys not being sent back to the Life's Choices Kaua'i Program in a timely manner, there was a delay in the plan to restructure the committees. The restructuring of the committees and program will be a priority for FY2013.*

### Fiscal Year 2012-2013

1. By **August 2012**, conduct a community wide **Drug Summit** to start the development of an updated Kaua'i Community Drug Response Plan for the next five (5) years.
2. On **September 20, 2012** Host an **Annual Health & Wellness Community Health Fair** including the Status of Women, and other Community Partners to celebrate National Drug & Alcohol Recovery Month and Women's Health Month.
3. By **January 2013**, initiate a **Prescription Drug Awareness Campaign** in partnership with the Drug Enforcement Agency (DEA), Public Safety, Kaua'i Police Department, Office of the Prosecuting Attorney, physicians, and other community partners.
4. By **March 2013**, expand the county's data bank to include additional information regarding all drug offenses and outcomes for both youth and adults.
5. If the Feasibility Study shows favorable results in **April 2013**, we will award the first phase of the Architectural & Construction Management consultant contract as well as the Environmental Assessment & Land Use Planning consultant contract for the **Adolescent Drug Treatment Center**.
6. By **June 2013**, **restructure Advisory Committees** with new leadership for each committee, based upon feedback of the Programs Survey results, and mirroring the Boards and Commissions application process.

### **III. PROGRAM DESCRIPTION**

In February 2003, the Kaua'i County Council unanimously adopted Resolution No. 2003-14, supporting the late Mayor Bryan Baptiste's community-based efforts to deal with the island-wide drug problem. Shortly thereafter, the County hired its first program coordinator and created the Anti-Drug Program under the Mayor's Office to educate the community, coordinate resources, secure funding, and oversee the development of a Community Drug Response Plan. The Anti-Drug Program was renamed Life's Choices Kaua'i in 2012.

Life's Choices Kaua'i's program staff brings together community resources and service providers to combat and prevent substance abuse, build stronger families, and foster a healthier community. The Coordinator works with more than 120 volunteers who serve on four committees: Prevention, Enforcement, Treatment and Community Integration. These volunteers are professionals from government, business, non-profit, and faith-based organizations.

#### IV. PROGRAM MEASURES

##### ACCOMPLISHMENTS/EVALUATION

1. On **July 19, 2011**, members from the Treatment and Community Integration Team along with the Life's Choices Kaua'i Coordinator traveled to O'ahu to research adolescent treatment centers, and conducted interviews of staff from the Marimed Foundation in Kāne'ohe and the Bobby Benson Treatment Center in Kahuku. We also took the opportunity to interview surrounding neighbors of both facilities and brought back information in preparation for the proposed Adolescent Treatment Center.
2. **July 2011-October 2011** - We scripted, created, and produced an underage drinking prevention video with our KAWISE LEADERS GROUP (adult and youth volunteers) called "Wasted, time is always wasted, if you are wasted all the time". This video will be used to create an environmental change as part of our Communities Mobilizing for Change on Alcohol that leads into the framework established through the SPF-SIG grant. We hosted the debut of the video at Kaua'i Community College on **December 20, 2012**. The Kaua'i Bus provided transportation for the "stars" red carpet arrival. Paradox Lockdown and Str8 Lyrical provided entertainment.
3. We participated in the Mayor's Strategic Planning session on **September 19 and 20, 2011**. Our group worked on the Adolescent Treatment Center Timeline.
4. During Suicide Awareness Week in **September 2011**, the Life's Choices Kaua'i's coordinator appeared on the Mayor's Together We Can Show with the Suicide Task Force Director to educate the community on suicide prevention.
5. In **October 2011**, the office developed and implemented a revised Job Performance Report (JPR) in a coordinated effort with the Boards and Commissions Administrator and the Life's Choices Kaua'i Coordinator that evaluated each employee's work performance based on the core philosophy and values of the Mission Statement – Service, Excellence and Teamwork.
6. On **October 28, 2011** staff participated in partnership with the Office of Elderly Affairs and other community agencies in the Na Keiki Aloha O Na 'Ohana Conference as a resource vendor. This event was held at the Kaua'i Beach Resort.
7. On **October 21, 2011** Life's Choices Kaua'i participated in the Drug Court Graduation Ceremony of nine (9) clients. Its mission is to divert non-violent offenders to treatment and rehabilitation as an alternative to incarceration which reduces recidivism and increases community involvement.
8. On **October 30, 2011** one hundred seventy five (175) community members participated in the Mayor's Cup Halloween Golf Tournament raising fourteen thousand dollars (\$14,000) for underage drinking and anti-drug projects. This tournament was coordinated by various businesses and community organizations.

9. In **October and November 2011**, the Treatment and Community Integration Team, along with treatment providers, professionals in the treatment field, and community members hosted a planning summit for the Feasibility Study Scope of Work at the Kaua'i Marriott, and Kaua'i Community College.
10. In **November 2011**, The Life's Choices Kaua'i Coordinator assisted with the review of grant applications for the Kekaha Host Community Benefits.
11. In partnership with the Committee on the Status of Women (Boards & Commissions), our staff and volunteers coordinated the Fifth Annual Health and Wellness Fair to celebrate Women's Health Month, and Alcohol and Drug Recovery Month in **September 2011**.
12. The Life's Choices Kaua'i Coordinator was the first in the County to receive the Certified Prevention Specialist Certificate and the International Certification and Reciprocity Consortium for Alcohol and Drug Abuse Prevention in **January 2012**.
13. In **January 2012**, we expanded the County's central databank with additional users (DOE and all Kaua'i hospitals) to identify trends in underage drinking. With these new users on board, we are now able to track substance abuse overdoses, alcohol poisoning, school suspension incidences, and suicide attempts.
14. In **February, 2012** the Mayor issued a proclamation declaring February as Drug Free Hawai'i month, and Life's Choices' staff along with the Prevention, Enforcement, Treatment and Community Integration Teams participated in the proclamation ceremony and photo op.
15. In **February 2012** our independent contractor, J. Kanna Designs, launched the second phase of our promotional WE CARE Initiative with many partners (Office of the Mayor, Life's Choices Kaua'i, Department of Education, State of Hawai'i Department of Health and the Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention, Strategic Prevention Framework State Incentive Grant) to send out positive messages to youth and families.
16. In **February 2012**, The Life's Choices Coordinator and members of the Treatment and Community Integration Team visited the inmates at Kaua'i Community Correctional Facility to "talk story" with them about community integration.
17. Our office staff participated with the East Kaua'i Drug Prevention Coalition at the 9<sup>th</sup> annual Family Summit at Kapa'a High and Elementary School on **February 4, 2012**. We recruited seven (7) more KaWise Leaders for environmental strategy prevention activities.
18. In **March 2012**, the Office of Youth Services awarded Life's Choices Kaua'i funding for a Juvenile Delinquency Prevention Program for youth who are suspended from school for 10 or more days.
19. On **March 2, 2012**, the staff participated in a community service project with Kauai Drug Court staff and clients by conducting a beach cleanup and painting the pavilions at Hanamā'ulu Beach Park.

20. In **March 2012** we developed and implemented an internal survey to evaluate each of the existing Life's Choices Kaua'i committees - Prevention, Enforcement, and Treatment & Community Integration. This survey tool will be used to restructure the committees facilitated by the Life's Choices Kaua'i Coordinator.
21. Fujita & Miura Public Relations (FMPR) developed a Public Relations Plan that lead to rebranding of our Anti-Drug Program for a positive image and name. The Mayor announced the new name "Life's Choices Kaua'i" in **April 2012**.
22. In **April 2012** Life's Choices Kaua'i held various activities, including a proclamation ceremony from the Mayor declaring Alcohol Awareness Month, a town hall meeting in Waimea to provide education and awareness of alcohol prevalence among adolescents, and an appearance on the Mayor's Together We Can Show to showcase our events.
23. Life's Choices Kaua'i and the Hawai'i Partnership to Prevent Underage Drinking (HPPUD) team participated in a statewide convention in Kona during Alcohol Awareness Month in **April, 2012**. We had an opportunity to showcase our Wasted video and Kapu cooler stickers with our youth representative Alana Kawehi Tamashiro.
24. We coordinated a successful "Every 15 Minutes/Shattered Dreams" mock alcohol related crash, mock trial, student retreat, and mock memorial for Juniors and Seniors of Waimea High School on **April 18 & 19 2012**. This emotionally charged program emphasizes the results of alcohol-related crashes: the shattered dreams of those who drive after drinking, the innocent victims, and their friends and families. It is designed to be a comprehensive underage drinking and impaired driving prevention program that involves the school administration and faculty, students, parents, community organizations, law enforcement, emergency medical services, and area hospitals in the planning and implementation of the activities.
25. Our County was selected in **April 2012** for the Access to Recovery (ATR) grant from the State of Hawai'i, Alcohol and Drug Abuse Division (ADAD). Treatment providers have Memorandum of Agreements (MOA) with ADAD and have received training.
26. On **April 28, 2012** Life's Choices collaborated with the Drug Enforcement Agency (DEA), the Kaua'i Police Department, and the Boys and Girls Club in the National Take Bake Program, and "Spring Cleaning" event where people could drop off their unused and expired medication as well as their bottles of alcohol that they wanted disposed.
27. Life's Choices Kaua'i conducted over 15 outreach presentations with various schools, non-profit organizations, community coalitions, committee meetings, sports clinics, and health fairs during **April, May and June 2012**. These outreach activities included over 3,000 children and adults at Island School, Waimea and Kapa'a High School, Wilcox Elementary Parents night, Speed and Quickness Health Fair, NBC Camp, LGBT Youth Health and Safety Conference, KPAL-Kaua'i Police Activities League, Chad Owens Training Camp, and Botvin LifeSkills Class.

28. Life's Choices Kaua'i staff and prevention providers, members of the Prevention Committee and community members participated in Focus Group interviews with our SPF-SIG evaluators on **May 1 - 2, 2012** to prepare a data report for the SPF-SIG funders.
29. On **May 4, 2012**, we partnered with Hale Opio and provided information at the Kaua'i Teen Pregnancy Prevention Mini Health Fair at Kukui Grove next to the "Jam Room," a popular hangout for youth.
30. We partnered with Kaua'i High School's Media Club to create and videotape media messages against underage drinking in **May 2012**.
31. We participated in Kaua'i Family Magazine's Keiki Cover Search event on **May 12, 2012**. We presented Alcopop information at our resource table. Over one hundred (100) people visited our table to pick up Kapu Cooler Stickers and handouts.
32. The Life's Choices Kaua'i coordinator participated in the Drug Court Graduation at Fifth Circuit Court on **May 25, 2012** representing the Mayor and offering congratulatory remarks and the presentation of certificates for nine (9) graduates.
33. On **June 1, 2012**, Life's Choices Kaua'i launched a LifeSkills pilot summer program for ages 12-17 at Kalāheo Neighborhood Center. Twelve (12) youth participated.
34. As part of its environmental strategies for Underage Drinking Prevention under SPF-SIG, we completed the island's second store-makeover with over 50 volunteers at the Kapahi Menehune Food Mart Store on **Tuesday, June 5<sup>th</sup>, 2012**. The exciting event displayed the creative efforts of youth and adult volunteers who replaced alcohol-related advertising with athletic photos and "healthy living" paintings to raise awareness of the dangers of drug and alcohol use. Our partnership included the Art Department, Athletic Department, teachers, and parents of Kapaa High School, KaWise leaders, other community volunteers and the Kapahi Menehune Food Mart management and staff.
35. On **June 5, 2012**, we secured another No Cost Extension for the SPF-SIG project to continue and expand evidenced based drug prevention programs and environmental strategies on Kaua'i until September 29, 2012. Four prevention provider contracts were extended to continue services.
36. On **June 19-21, 2012**, the SPF-SIG Prevention Program Manager attended the State of Hawai'i Department of Health, Alcohol and Drug Abuse Division Substance Abuse Prevention Specialist Training. This is the first step toward the Certified Substance Abuse Prevention Specialist Certification that will be required by the State in the future for all agencies providing prevention activities and programs.
37. On **June 22, 2012**, the staff participated in a community service project with Kauai Drug Court staff and clients cutting back invasive plant species on the Kaluapuhi hiking trail. This was the second of three planned community service projects the drug court will perform this year. These service projects assist clients in being aware of the environment and teach them

how to give back to the community and be aware of the affects and consequences of substance abuse.

### **TRAINING ACTIVITIES:**

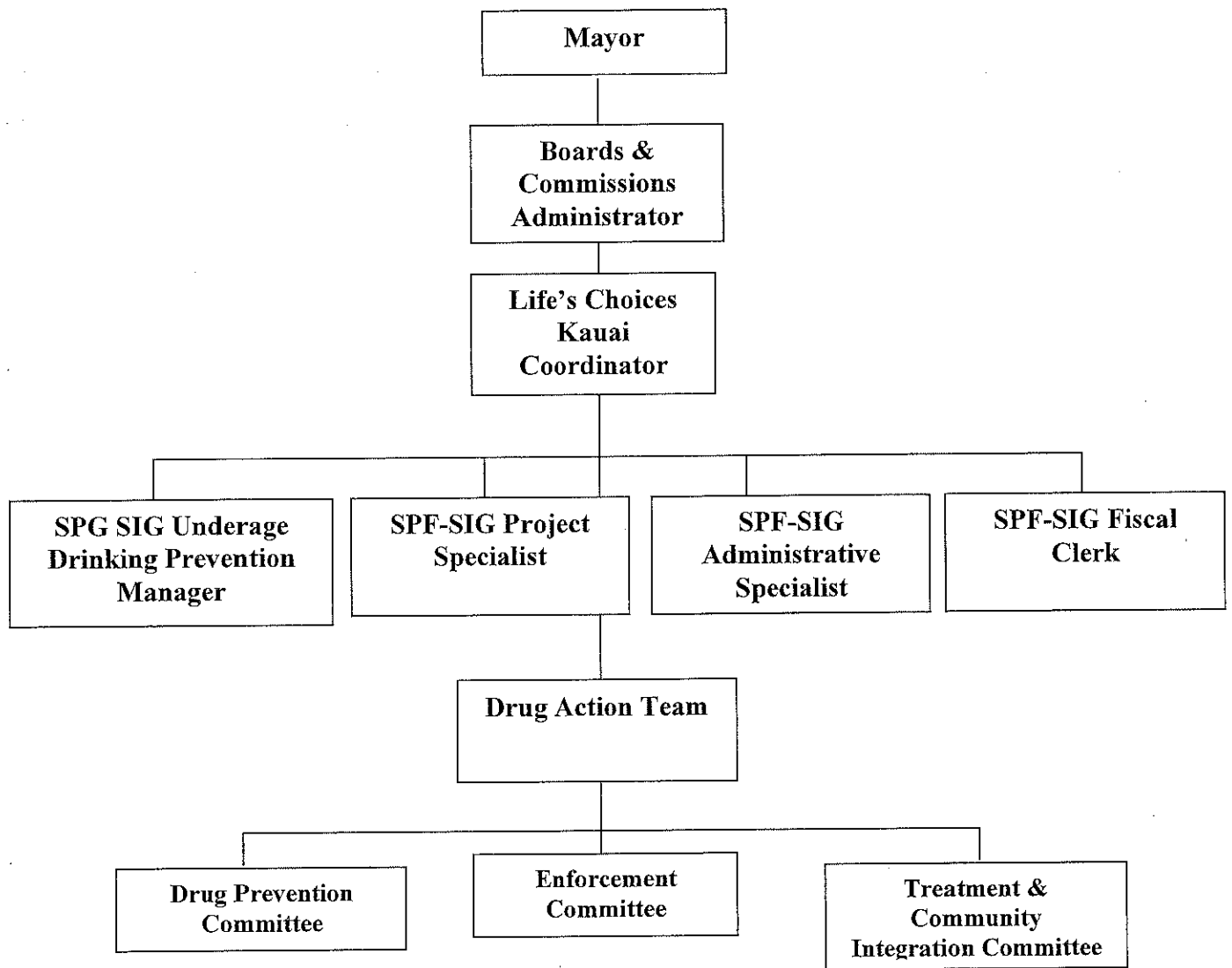
During Fiscal Year 2011-2012, Life's Choices Kauai participated in twenty (20) training sessions with community stakeholders, prevention providers, law enforcement personnel, judiciary staff, and treatment professionals to address the objectives outlined in our Kaua'i Community Drug Response Plan and the Strategic Prevention Framework State Incentive Grant Underage Drinking Prevention Plan.

#### **Course Description:**

1. Prevention Management Reporting and Training (MRT)
2. Community Mobilizing for Change on Alcohol (CMCA) one on one training
3. CMCA Environmental Strategy Training
4. ADAD Request for Information (RFI) meeting on treatment needs
5. Liquor Laws in the State of Hawai'i
6. Access to Recovery Grant Treatment Provider Training
7. Effective Meeting Management
8. Current Drug Trends in Hawai'i
9. Connect Suicide Prevention Training
10. The Value of Collaboration and Coalitions for Comprehensive Prevention
11. Capacity Building Workgroup Teleconference
12. Hawai'i Health Data Warehouse Training
13. Legislative Website Tracking Training
14. Leading Sustainable High Performance Teams
15. Hawai'i Partnership to Prevent Underage Conference and Training
16. Introduction to Substance Abuse Prevention
17. Evidence Based Program-Botvin LifeSkills
18. SPF-SIG History, Funding Allotment, and No Cost Extension Budget Training
19. Substance Abuse Prevention Specialist Training
20. Endangered Species Training

### **ADVISORY COMMITTEES:**

The Life's Choices Kauai Coordinator oversees and supports the effort of four (4) Advisory Committees that provide assistance in finding solutions to the drug problem and serve in an advisory capacity to the Mayor. These committees have been developed to pursue solutions in dealing with the island-wide drug problem and are comprised of representatives from government, social service agencies, judiciary, education, community, and businesses organizations.





### **Drug Action Team**

The Drug Action Team (DAT) monitors and oversees the implementation of the goals, action steps, and timelines contained in the Kaua'i Community Drug Response Plan 2008-2013. The DAT is comprised of the Chairpersons and Vice Chairpersons from each of the three (3) Committees - Prevention, Enforcement, and Treatment & Integration. The Anti-Drug Coordinator serves as its Chair and facilitator.

### **Meetings Held - 7**

### **Prevention Committee**

The Prevention Committee serves as a central body to reduce and prevent drug abuse on Kaua'i through awareness, education, and action. The Committee discusses best practices for implementing, monitoring, and coordinating funding opportunities and prevention programs that build stronger families and foster a healthier community.

### **Meetings Held – 10**

### **Enforcement Committee**

The Enforcement Committee discusses a range of the complex issues and existing policies and laws regulating the use of drugs and alcohol. The Committee provides information and testimony to advocate for changes in laws and regulations at both the State and County government levels.

### **Meetings Held - 10**

### **Treatment & Integration Committee**

The Treatment & Integration Committee focuses on coordinating affordable and effective drug treatment and aftercare services on Kauai. The Committee also identifies statewide opportunities for improving and expanding the overall capacity and accessibility to a continuum of treatment care services.

### **Meetings Held – 11 + 2 Special Meetings**

## **CONTRACTS:**

### **Prevention Program Contracts**

As part of SPF-SIG project's No Cost Extension (NCE), the County was able to extend contracts to Kaua'i Prevention Providers to continue to implement evidence based programs aimed at reducing and preventing underage alcohol consumption for youth between the ages of 12-17 and their families. Seven (7) Prevention Providers were given the initial no cost extension until June 30, 2012; however only four (4) providers were eligible for the second NCE and extension of their contracts until September 15, 2012.

**SPF-SIG SERVICE PROVIDERS OVERVIEW:**

<b>Name of Service Provider</b>	<b>Percentage of Targeted Youth Enrolled in Programs</b>
Hale Opio	98%
Hale Kipa	53%
Hina Mauka	15%
Alu Like	174%
Boys and Girls Club of Hawai'i	68%
Circles of Light	60%
Hale Kipa II	32%
Kaua'i Economic Opportunity	78%
YWCA	184%

<b>Subcontractor</b>	<b>Implementation Site</b>	<b>EBP</b>	<b>Projected # of youth</b>	<b>Contract Dates</b>	<b>Funded Amount</b>
Hina Mauka	Kapa'a Middle & High, Waimea High & Canyon, Chiefess Kamakahalei, & Kaua'i High	Stars, Project Alert, Teen Intervene	900	11/10/10 to 03/31/12	\$97,620
Alu Like, Inc.	Boys and Girls Club in Anahola & Kanuikapono Charter School	Positive Action	80	02/11/11 to 09/15/12	\$39,993
Boys and Girls Club of Hawai'i	West, Central, and East School Complexes	Sport	150	02/8/11 to 09/15/12	\$125,000
Circles of Light	Waimea and Kapa'a Boys and Girls Club	Too Good for Drugs	300	02/8/11 to 09/15/12	\$93,531
Hale Kipa	Kapa'a High School Junior ROTC Program	All Stars	120	02/8/11 to 06/30/12	\$55,273

Kaua'i Economic Opportunity	Kapa'a Middle School	LifeSkills	40	02/8/11 to 06/30/12	\$125,000
Young Women's Christian Association of Kaua'i	Girls Zone, Girls Dayz, Girls Tech and their respective Kaua'i Youth Network Programs	Positive Action	100	02/8/11 to 9/15/12	\$125,000

## V. BUDGET

Expense Description	FY 2009	FY 2010	FY 2011	FY 2012
Personnel (FTE)	1.0	1.0	1.0	1.0
Salaries and Wages	\$87,943	\$87,943	\$81,172	87,943
Operations	\$40,000	\$40,000	\$31,000	\$31,000
Equipment	\$0	\$0	\$0	
Program Total	\$127,943	\$127,943	\$112,172	\$118,943

*(Note: The budget reflects County funding only and does not include SPF-SIG personnel and/or funding.)*

## VI. HOLO HOLO 2020 PROJECT STATUS Adolescent Drug Treatment Facility (ADTF)

- Following a community meeting on July 26, 2011, the Mayor determined that TMK: 3-8-03:1 (site 1) is the preferred location for the Adolescent Drug Treatment Facility. The Life's Choices Coordinator issued three (3) separate Requests for Information (RFI) from prospective Consultants to determine the operational viability of developing an ADTF and further determination and review of the suitability of the land:
  - Feasibility Study
  - Environmental Assessment and Land Use Planning Services
  - Architectural and Construction Management Services
- In November, 2011 the RFI notice was published for both the Environmental Assessment and Land Use Planning Services and the Architectural and Construction Management Services. The RFI notice for the feasibility study was published in December, 2011.

- Review and Selection Committees were formed, and Recommendations of Award were submitted to Purchasing. After negotiations all contracts were awarded in June 2012 to these consultants:

**1. FEASIBILITY STUDY**

Families First Hawai'i Services Inc.

Contract#8735

**2. ENVIRONMENTAL ASSESSMENT & LAND USE PLANNING SERVICES:**

Belt Collins Hawai'i LTD.

Contract#8739

**3. ARCHITECTURAL & CONSTRUCTION MANAGEMENT SERVICES:**

Marc Ventura, AIA, LLC

Contract#8742